QUESTION & ANSWER FORUM
October 13 – 24, 2008

ADVISORY COUNCIL / COALITION	
QUESTION	**ANSWER**
Is there a minimum number of members that must be on the advisory council or coalition?	No. There is no minimum number of members but there must be a variety of members, including parents, community leaders, teens, educators, health professionals, etc. These members must be representative of the diversity of the community.
What is the coalition and advisory council?	**Advisory Council** - a group of appointed parents, youth, community leaders, educators, citizens, etc. selected to provide ongoing advice and recommendations to a government (or other) body or agency. **Coalition** - a group of individuals within a community who represent a variety of agencies and populations and who formally agree to work together to plan and implement a program. *See Glossary of Terms in "User Documents."*
Do we have to develop a coalition in addition to the advisory board?	No. Agencies must have either an advisory council or a coalition. Which one used is dependent upon the needs of the agency.
Do we have to have a list of advisory council members included in the grant?	Yes. Agencies **must** include with their application a list of current or proposed advisory council/coalition members, including their affiliation and characteristics indicating they are representative of the diversity of their community.
How are we to include these individuals when developing a council if they have not been identified as of yet?	You must include with your application a list of **proposed** advisory council/coalition members. You should include the proposed number of youth, parents, community leaders, etc., as well as the proposed affiliations and characteristics indicating they are representative of the diversity of their community.
Should the names of the advisory council members be included in the abstract?	No. You do not need to include the names of your advisory council members in the abstract. You **DO** need to include with your application a list of current or proposed advisory council/coalition members, including their affiliation and characteristics indicating they are representative of the diversity of their community.
What is it we are supposed to attach to the list of advisory council members in that part of the narrative?	If your advisory council is already in place, we will need the members' names, agency affiliation and characteristics (parent, educator, teen, etc.). If your advisory council is not in place but will be developed, we will need proposed agency affiliations and characteristics.
BEST PRACTICE ASSESSMENT TOOL (BPAT)	
QUESTION	**ANSWER**
Do I need to complete a BPAT for each curriculum I will be using?	Yes. You must complete a BPAT for each curriculum you plan to use **AND** you must attach a copy of the curriculum overview and table of contents for each curriculum as well.
Is the BPAT available in Excel so that it can be completed electronically and then uploaded to EGrAMS?	Yes. The BPAT, in Excel, can be found in the "User Documents." You must save it to your computer and then upload it into EGrAMS.
Where can we find this assessment tool?	The BPAT, in Excel, can be found in the "User Documents" (Click "Show" on the top left).
BUDGET / FUNDING	
QUESTION	**ANSWER**
Are there any matching funds required for this grant?	Yes. There is a required 50% local match. The match can come from in-kind or direct funds. **All** funding, including local matching must support abstinence-only education.
When will grant award notifications be done?	Grant award notifications will be made in December 2008. Notifications will occur through the system as an email once all reviews are complete and internal approvals obtained. If awarded, you will receive specific instructions on how to sign

	the agreement electronically.
Can we use this money to hire a counselor to implement these types of programs?	Yes. These dollars can fund program staff positions. The funded program staff must provide abstinence-only education that meets all of the Minimum Program Requirements, including the Federal A-H Guidelines. *See Attachment B and RFP in "User Documents."*
Is there an in-kind donation requirement (dollar for dollar)?	No. There is no required dollar for dollar in-kind match but there is a required 50% match, which can come from in-kind or direct funds. **All** funding, including local matching must support abstinence-only education.
What is the funding amount minimum and maximum? Can you apply for less than $100,000?	There is no minimum but the maximum funding amount is $100,000 and **ALL** funding, no matter the amount, must meet all of the grant requirements.
Is there a narrative requirement for each budget line item (category)?	Yes. You are required to provide a narrative for each line item (category) of the budget because it provides additional information and explanation.
What is the funding period?	The funding period is 1/1/09 to 9/30/13, contingent upon federal reauthorization of funding. The project start date is 1/1/09 and the end date is 9/30/09. Funding is guaranteed through 6/30/09 with the anticipation of reauthorization or extension of funding through 9/30/09.
Is there a required or suggested budget amount for program evaluation?	No. There is no required or suggested budget amount for program evaluation.
Are their restrictions to the food, travel and fringe benefit line items?	No. There are no restrictions to the food, travel and fringe benefit line items.
Once the grant is awarded what is the likelihood that this will be sustained over the next 5 years?	The funding period is 1/1/09 to 9/30/13, contingent upon federal reauthorization of funding. Funding is guaranteed through 6/30/09 with the anticipation of reauthorization or extension of funding through 9/30/09.
What are indirect costs?	Indirect Costs, as defined by the OMB Circular 122 – Costs Principles for Non-Profit Organizations, are those that have been incurred for common or joint objects and cannot be readily identified with a particular final cost objective. After direct costs have been determined and assigned directly to awards or other work as appropriate, indirect costs are those remaining to be allocated to benefiting cost objectives. Typical examples of indirect costs for many non-profit organizations may include depreciation or use allowances on buildings and equipment, the costs of operating and maintaining facilities and general administration and general expenses, such as the salaries and expenses of executive officers, personnel administration and accounting.
Is there an allowable administrative overhead percentage that can be submitted in the budget?	Yes. Administrative overhead expenditures can be budgeted as indirect costs, but only if an approved indirect cost rate has been established or an actual rate has been approved by a State of Michigan Department (i.e., Michigan Department of Education) or the applicable federal cognizant agency and is accepted by the Department. If an indirect rate has been approved by a federal cognizant agency, applicants should attach a copy of the current indirect rate approval letter in the Miscellaneous section of the application and apply the rate has specified in the approval letter.
In the past, we were not required to obtain the Federal Indirect Approval letter with our application but instead we submitted a letter that explained the actual cost method to distribute the general administrative costs that	An approval letter from either a State of Michigan Department or a federal cognizant agency is required, unless the agency is a local health department.

have not been directly charged to individual programs. This calculation is prepared on a quarterly basis as allowed by MDCH. Then we also submitted the actual form with that shows the figures and explanation for the Indirect Rate Computation based on the current budget for the agency. Is this no longer considered adequate, and do we really need to have that Federal Letter	
Is there a planning period for funded programs?	There is no specific planning period for funded programs. It is expected that some planning will be necessary to implement programming, however, planning should not be the primary activity and should be completed by the end of the first quarter. All programs are expected to serve between 250 and 1000 youth during the first year of programming (1/1/09-9/30/09).
How many total dollars will be funded for abstinence this year through this grant?	$1,000,000. Ten (10) agencies will be funded up to $100,000 each per year, contingent upon federal reauthorization of funds.
I am currently working in an abstinence only program that is funded under a different source. The current funding would end 9.29.09. How would this previous existing funding affect my agencies ability to apply for this grant that starts 1.1.09?	You are eligible to apply for funding, even with your existing abstinence-only funding. If selected, you will be asked to provide documentation differentiating what the two funding sources are supporting. If receiving Federal abstinence-only dollars, this abstinence-only funding cannot be used to support your current funding but must be used to implement different programming.
What is a Federally Approved Indirect Cost Rate Agreement? Is it different from our 501(c)3.	Indirect rate approval is very different from obtaining a 501(c)3 – non profit status. The Federally Approved Indirect Cost Rate Agreement is granted by either a State of Michigan Department, such as the Michigan Department of Education, or by a federal cognizant agency. The Michigan Department of Community Health does not approve indirect rates. A federal cognizant agency is the federal agency responsible for negotiating and approving indirect cost rates for a non-profit organization on behalf of all Federal agencies. For many health-related programs, the Department of Health and Human Services is the applicable federal cognizant agency. To obtain an indirect rate approval, an organization must submit an indirect cost proposal. The proposal is specific documentation prepared by an organization to substantiate its claim for the reimbursement of indirect costs. This proposal provides the basis for the review and negotiation leading to the establishment of an organization's indirect cost rate.
What it the budget cap for indirect spending?	The indirect rate approval letter specifies the indirect percentage and how it is to be applied to direct costs. The indirect rate percentage is based upon the specific cost allocation method used by the agency, which must be reviewed and approved.
What do you anticipate the average grant amount will be?	There is the availability of $1,000,000 in Federal funds. There is no minimum but the maximum funding amount is $100,000. **ALL** funding, no matter the amount, must meet all of the grant requirements.
If we are planning $20,000 for in-kind to come from sources such as media, do we need a letter from these sources to be attached in the grant application?	Yes. If you are receiving matching funds, either in-kind or hard dollars from any source, you **MUST** submit with your application, a confirmation letter from the matching source identifying their support, as well as, the match amount/worth

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If a school is donating space do we need a letter from them explaining how much that space and resources are? If the fiduciary is donating their services do we need a letter indicating that?	and use(s) for the match.
What should be the budgeted cost of travel expenses for the required trainings?	There is no specific budget cost for travel to the required trainings. The budgeted amount will be different for each agency depending on the number of staff attending and the amount of travel required to attend the trainings.
Are the trainings in or out of state?	All trainings will be held in the Lansing area. There will be no trainings out of state.
What is the maximum number of staff that can attend trainings?	Agencies can send up to three (3) staff to each of the trainings. Which staff you send is up to your agency and should be based upon his/her role within the program. If space allows and an agency has a definite need, MAP will try to work with them to accommodate the extra staff but we cannot guarantee it.
If we request $100,000 in project funds and plan to match 50% do we put down that the total project cost is 150,000?	Yes. Your total project cost includes **ALL** sources of funds, including cash and in-kind matches.
Can we count volunteer hours as in-kind donations?	Yes. In-kind resources can come from volunteer time and expenses. *See page 21 of the RFP in "User Documents" for specific information on match resources attributable to volunteer time.*
How do we list in-kind on our budget? How do we list cash on our budget? How do we list the amount requested from the state?	In-kind contributions should be recorded in the "in-kind" column in the budget. Cash contributions should be listed in the "cash" column. Grant funds requested from this RFP should be recorded in the "grant amount" column.
I would like to budget for field trips for the program. Should we list this in travel or contracts part of the budget?	One time events, including field trips, should be included in the "other" budget category. If doing so, you should provide a narrative about the details of that "other" expense.
What does cash and in-kind mean?	**Cash** - Monetary contribution received from another source to assist with this project. **In-kind** - Non-monetary contributions from other agencies or individuals toward a funded project (i.e., staff time, use of space, use of office equipment, etc.). These are services or items that assist the project and are given instead of cash. *See Glossary of Terms in "User Documents."*
For travel expenses can we denote the other category to purchase bus tokens so youth can attend program sessions?	Yes. Make sure you provide a budget narrative for this category specifying what the cost is for.
For the travel expenses do we need to have line item for bus that designates each field trip we would take or can we just generalize such and such amount for field trip buses?	No. You can have one line item with a description of how many trips. You must also specify the details, including trip location, in the budget narrative.
For project supplies can we designate food under the others category?	Yes. Food expenses are allowable under the "others" category.
What do I put under units in the fringe benefits part of the grant? Is this total wages?	EGrAMS will automatically insert the total salary and wages from the previous screen if the applicant selects composite rate from the Fringe Benefit look up. Otherwise, the applicant should input the salary and wage amounts in the unit field which are to be used as the basis for calculating the various fringe benefits.
Can you count space and overhead as an in-kind donation? Where would this go in the budget? Can you count rent if you do not have that letter?	Overhead would be considered an indirect expenditure. Indirect cannot be claimed, unless the applicant attaches an acceptable indirect rate approval letter as specified above. Some components of overhead can be used as in-kind without

	an indirect letter, but to do so, these expenses must be classified as direct expenditures. For example, space for staff working on the project can be claimed as an in-kind direct expenditure and listed in the Other Expense category, as long as it quantifiable and specific to the project. Supervision of staff can be classified as a direct expenditure, as long as the amount of time budgeted for supervising staff is included in the Salary and Wage Budget Category.
Am I able to put conference fees for youth participants in the budget? If so, where would that go? Would it be under other or travel?	Yes. You should put this in the "other" category in the budget. Be sure to describe the details in the budget narrative.
CURRICULUM	
QUESTION	**ANSWER**
Can we use a curriculum that we have put together or must we use a published curriculum? Can we use a combination of the two?	Applicants must ONLY use commercially developed curriculums. Curriculums developed locally by agencies are not acceptable for use. Applicants may combine up to two (2) curriculums to meet the fourteen (14) hours of programming per youth requirement, however, the two (2) curriculums must both be commercially developed. *See Curriculum Description in the RFP in "User Documents."*
Is it appropriate to include a healthy marriage curriculum in our proposal?	Yes. It would be appropriate to include a healthy marriage curriculum as part of your application proposal as long as the curriculum components meet the Minimum Program Requirements and the Federal A-H Guidelines. *See Attachment B and RFP in "User Documents."*
Can you give a list of commercially developed curriculums we could use for this grant? Any that would be more appropriate than others?	We do not have a listing of commercially developed curriculums nor do we support one more than others. As long as the curriculum meets all of the Federal A-H Guidelines (RFP Attachment B) and allows for successful completion of the BPAT, than it is acceptable for agencies to use.
EGrAMS	
QUESTION	**ANSWER**
Where do I go to view/print the RFP?	1) Go to http://egrams-mi.com/dch 2) Click on "Michigan Abstinence Program" (under "Current Grants") 3) Click on "MAP-2009" 4) Click on "Show" (top left) 5) Click on RFP
Where do I go to view/print the application as it appears in EGrAMS?	1) Go to http://egrams-mi.com/dch 2) Click on "Michigan Abstinence Program" (under "Current Grants") 3) Click on "MAP-2009" 4) Click on "View EGrAMS Application Form" (top left/center)
Where can I find a copy of the EGrAMS Technical Assistance (TA) materials from the training on Monday, October 13, 2008?	Go to www.michigan.gov/abstinence and you will find the TA powerpoint under "EGrAMS Technical Assistance." Go to http://egrams-mi.com/dch and click on the yellow book at the top of the home page and then click on the paperclip next to "Introductory Powerpoint for New Grantee Applicants." *It will take a minute or two to open because its pretty graphic intense but it will open up.*
As an agency applying for funding, what is my role code?	Agencies applying for funding are always a "Grantee".
What will happen if I use my browsers back button?	If you use the browsers back button, you will get timed out and leave the secure EGrAMS site. You must then re-enter EGrAMS to continue working. Always use the backward and forward arrows in EGrAMS to navigate through your

	application.
How often can I change my password?	You are allowed to change your password every 3 days.
When should I use the close button?	You should use the "Close" button only when you are done with data entry or are leaving your computer for an extended period of time. Don't forget to save your work before you close.
How many permissions can a user have?	Each user can have only **ONE** permission. Although, there can be multiple users with the same permission (i.e., you may have 3 different staff who are all project directors).
When does the timeout left counter reset?	The "timeout left" counter will reset to 20 minutes every time you save or move to a different section.
How often should I save?	It is recommended that you save always and often. You definitely want to save in between validations, at the end of each page and at the end of each section.
How do I contact the EGrAMS help desk?	Call/email Sean Eddy at 517-241-0176 or eddys@michigan.gov or Necole Staron at 517-373-7910 or staronn@michigan.gov. Please include your full name and telephone number with area code. *Don't wait to contact the help desk – call as soon as problems arise.*
What does the validate button do?	The "validate" button checks the current section for errors and displays a message. After errors are corrected, you will want to validate again to be sure that everything in that section is correct before proceeding.
What is the difference between the save button with the arrow and the save button without the arrow?	The save button without the arrow will save your work and keep you on the same page so that you can continue working on your application right where you are. The save button with an arrow will save your work and advance you to the next section.
Can I cut and paste from Word into EGrAMS?	Yes. You can cut the text from other documents and paste it into EGrAMS.
How can I count my characters?	If you highlight the text in Word that you want to count and go to "Tools" and then to "Word Count," you will get a message with the word count for the highlighted text only.
Should I name my attachments anything specific?	Yes. Name the attachments exactly what they are (i.e., Work Plan, Organizational Chart, Resumes, etc.) so that we know what they are. Don't use Attachment #s.
Should I verify that my attachments work and are the appropriate attachments?	Yes. You should always open the attachment in EGrAMS after you attach it (use the paperclip) to verify that what you have attached is exactly what opens and is supposed to be attached for that item.
We recently registered and requested a log in to the EGrAMS site. What is the usual turnaround process? If we do not receive notification of our login, who should we contact?	You should receive an email confirmation within one (1) business day. If you do not, please contact Sean Eddy at 517-241-0176 or eddys@michigan.gov or Necole Staron at 517-373-7910 or staronn@michigan.gov. When contacting, please be sure to include your full name and telephone number with area code.
Do we need to identify who the Abstinence program coordinator will be? In the facesheet, an agency only needs to designate an authorized official, project director, and financial officer.	The Abstinence Program Coordinator should be your Project Director.
EVALUATION	
QUESTION	**ANSWER**
From the RFP it appears that MAP will do all of the T-test evaluation, in this case would it still be necessary for us to add in an evaluation consultant fee?	Agencies receiving funding are required to administer, collect, and enter pre/post-test data into the computer. This can be done by an outside consultant or internal staff, whichever best meets the needs of your agency. MAP will receive each agencies data file and will conduct the T-test evaluations.
Is there a required or suggested budget	No. There is no required or suggested budget amount for

amount for program evaluation?	program evaluation.
Do you have to hire an outside consultant for program evaluation or can this be done internally?	No. Agencies receiving funding are required to administer, collect, and enter pre/post-test data into the computer. This can be done by an outside consultant or internal staff, whichever best meets the needs of your agency.
Do you have a standard evaluation tool (pre/post-test) that MDCH will give us or do we have to come up with our own pre/post test?	MAP has a set of required standard questions which will be provided to agencies upon funding. In addition to the standard questions, agencies are allowed to add their own questions that reflect the unique aspects of their programming. All evaluation tools **MUST** be approved by MDCH prior to implementation.
FIDUCIARY AGENCIES	
QUESTION	**ANSWER**
Can agencies that dispense contraceptives apply as the fiduciary?	Yes. **While agencies CANNOT distribute or promote contraceptives as part of MAP programming,** agencies/organizations that dispense contraceptives as part of other programs (i.e., health departments with family planning clinics) can apply as the fiduciary for this MAP grant.
Can faith-based organizations apply for this grant?	Yes. Faith-based organizations can apply for MAP funding but they **CANNOT** use Federal dollars or matching funds under this award to support inherently religious activities including, but not limited to, religious instruction, worship, prayer, or proselytizing.
PROGRAMMING INTERVENTIONS	
QUESTION	**ANSWER**
What is the required number of contact hours for programming for youth?	Fourteen (14) hours of direct intervention per youth per year over the course of at least four (4) weeks.
What is the required number of contact hours for programming for youth?	Two (2)-four (4) hours of direct programming per parent per year.
What is the difference between utilizing school sites and in a school setting?	**Utilizing a school site** is when an outside agency comes in to provide programming on school property after school hours. **In a school setting** is when a school or outside agency provides programming on school property during the school day.
How can we connect to offer Talk Early Talk Often parent trainings for our program?	Go to www.michigan.gov/talkearly or contact Barbara Flis, Founder at teto@michigan.gov or 248-538-7786 for more information about TETO.
Does the 14 hours of programming have to be all curricula? Or, can the 14 hours be a combination of interventions?	The fourteen (14) hour programming requirement for youth must consist of **DIRECT** programming interventions (structured) or curricula received over a course of at least four (4) weeks. You cannot count one-time events, such as trips or weekend retreats or non-direct activities towards the fourteen (14) hours. It is expected that programming will hold to the fidelity of the curriculum you are implementing.
What is the Primary evidenced-based intervention model to be implemented?	Primary evidence-based intervention model consists of an abstinence-only curriculum which has been researched and proven to be effective. The programming intervention you provide **MUST** consist of at least 14 hours of direct educational or skills-building contact with the target youth population in and of itself or in combination with other interventions. For MAP Program purposes, only intense interventions delivered over a period of at least four (4) weeks are allowable.
Does this mean 12 one hour classes or are you looking more for mentoring model, curriculum based class model.	Programming **MUST** consist of fourteen (14) hours of direct intervention per youth per year over the course of at least four (4) weeks using an evidence-based curriculum (one which has been researched and proven to be effective). Two (2)-four (4) hours of direct programming per parent per year.
Can you define what the acceptable content is for the follow-up sessions at 3-6 months and one year? Would access to a web page with	There are various forms of follow-up sessions that are acceptable such as, focus groups, interviews, surveys, phone calls, presentations, etc. The method that will best work for

survey information count as a way to do long-term follow-up?	your agency is dependent about your work plan and evaluation goals. MAP will work with each funded agency to assist them with implementing the best possible follow-up session format that meets the needs of their agency and community.
SUPPORT DOCUMENTS	
QUESTION	**ANSWER**
If a separate agency comes in after school to a school and provides programming, do we need a letter of approval from that administrator?	Yes. For **ANY** youth programming that will be conducted by an outside agency after school hours, a letter of approval from the administration must be included.
If programming will occur on school property during the school day, do we need a letter of approval from that administrator?	Yes. For **ANY** youth programming that will be conducted on school property during school hours, a letter of approval from the administration must be included. If proposing to use a new curriculum, then there **MUST** be approval from the Sex Education Committee.
Does written approval from the Sex Education Committee need to be attached to the proposal?	No. It is preferred that the approval letter is attached but it is not required. You will be asked for this upon funding and before program implementation occurs. **ONLY** agencies proposing to provide **NEW** programming intervention/ curriculum within a school setting and during school hours will need a letter from the Sex Education Committee. *MAP will work with each funded agency to develop a timeline that meets the needs of their program and committee approval process.*
If you have already received approval from a district but you are now changing the curriculum, does an updated letter of approval need to be submitted with this proposal or can it be submitted, if funded?	No. You do not need to provide a copy of the updated approval letter from the district. You will be asked for this upon funding and before program implementation occurs.
How do I attach the resumes and other support documents that are not in an electronic format?	You will need to scan them in to your computer as a PDF, save them to your computer and then upload them to your application.
Do you need LOUs from schools that are going to receive programming?	No. Letters of Understanding (LOUs) are not for agencies receiving programming. They are required for all subcontract agencies and/or individuals not employed by the fiduciary agency who are contributing to the proposed curriculum. "*See Attachment A and RFP in "User Documents."*
To whom are the letters of support addressed?	Letters of support can be addressed to: Michigan Abstinence Program Michigan Department of Community Health 109 W. Michigan Ave., 4th Floor Lansing, MI 48913
We have letters of support from the county board, and a local principal; who else would qualify to write a letter of support?	MAP requires five (5) letters of support, one (1) of which must come from the local health department or local education agency. The remaining four (4) letters should come from other agencies, schools, programs, coalitions, individuals, etc. which will be partnering and/or supporting your agency on the proposed program. They should also be able to attest to your agencies success or potential success with this program or with similar programming.
TARGET AREA / AUDIENCE	
QUESTION	**ANSWER**
How do we determine goal numbers for youth and adults served?	We do not have a specific procedure for determining the goal numbers for youth/adults. The number of youth and adults proposed to receive programming is specific to each agency applying for funding and is based upon the population they have access to.
What are the ages of youth that can be	Youth **MUST** be 12-18 years of age. The only exception is for

served?	youth who are considered special education and then they can be up to 21 years of age and still receive programming.
How many youth must we serve?	Agencies must serve between 250 and 1,000 youth for the initial nine (9) month implementation period. A consistent increase of youth must be served each of the next four (4) years.
How can I add to the counties that we will serve? Within the narrative it is only listing 2 counties and isn't giving me any other choices.	Counties are identified when you register your agency. If you need to adjust the counties listed on your Agency Master Data screen, please contact Sean Eddy at 517-241-0176 or eddys@michigan.gov or Necole Staron at 517-373-7910 or staronn@michigan.gov. They will assist you in logging into the EGrAMS portal located at http://egrams-mi.com/portal. Once logged in, you will select Grantee>Agency>Grantee Agency and click Go. This will open up the Grantee Agency screen. Select the Change Button and click Find. Your agency information will be displayed. Using the Lookup Box, identify all counties in which you provide service by selecting the appropriate county codes. Be sure to identify one county as the primary county, usually the county where the main or administrative office is located. When you have completed updating your information, click the OK button.
WORK PLAN	
QUESTION	**ANSWER**
I don't see a spot where we list the goals in the work plan section. I know it is in the narrative part but not in the work plan. I have 2 goals with a number of objectives under each one. How can I group all the objectives under each goal when there is no goal listed in the work plan?	Goal statements are to be entered in the Narrative Section. Objectives and Activities are entered into the Work Plan Section. In order to link Goal Statements with Objectives and Activities, please list each of your Goals as Goal 1 and Goal 2. List all applicable objectives for Goal 1 in your work plan as Objective 1.1, 1.2, 1.3, etc. List all associated activities for your Objective 1.1 as Activity 1.1.1, 1.1.2, etc. For Objective 1.2, list Activities as 1.2.1, 1.2.2., 1.2.3, etc. Repeat the process for subsequent goals, objectives and activities. By following this specific number sequencing technique, reviewers will be able to easily associate specific objectives and activities to individual goal statements.
When listing objectives and activities in EGrAMS, it has a measurement section at the bottom. Is that measurement of the activity or the objective? Expected Outcome is that for the activity or the objective? It would be the same then when listed under each activity if it is for the objective, correct.	Expected Outcome and measurement are specific to the activity. If the expected outcome and measurement applies to the objective, it should be repeated for each activity.
When completing the work plan section, I would like to be able to see the work plan in its entirety while working on it. It is very difficult to view the work plan when you have to click back and forth between the different objectives and sections. When I click the PDF button nothing happens. What can I do?	1) The user should verify that they have Adobe Reader installed. 2) The user should verify that their computer allows pop-ups. To enable pop-ups, the user should go to their Internet Toolbar and select Tool>Pop Up Blocker>Turn Off Pop Up Blocker. 3) EGrAMS contains a function that allows users to validate their work station. From the home page (http://egrams-mi.com/dch/User/home.aspx), the user clicks Validate Work Station from the side bar menu. Once the validate screen appears, the user clicks the Validate button. The system checks to assure that computer uses a supported internet browser, has enabled pop ups and has installed a current java script. Additionally, the system provides links for downloading Acrobat Reader software. 4) If the user continues to experience problems, he/she should

	contact Sean Eddy at 517-241-0176 or eddys@michigan.gov or Necole Staron at 517-373-7910 or staronn@michigan.gov.
What is required for the five-year work plan?	For the five-year work plan we want a brief overview of programming (goals, objectives and activities) proposed to be provided for the time period of 1/1/09-9/30/13.
What is required for the one-year work plan?	For the one year work plan we want a complete and detailed explanation of proposed programming (goals, objectives and activities) for the period of 1/1/09-9/30/09.
You have provided us with a sample work plan, are we to write it and attach it or just use it to help us complete that section in EGrAMS?	The five-year work plan must be uploaded as an attachment into the EGrAMS system in the Narrative Section, as requested. The first-year annual work plan **must** be entered into the Work Plan Section of the EGrAMS system. The first year annual work plan is made part of the annual grant agreement, if an award is granted. Also, the work plan is used for completing the quarterly narrative progress reports, which is also completed in the EGrAMS system. First year annual work plans that are not entered into the EGrAMS Work Plan section **will not** be reviewed and/or scored.
MISCELLANEOUS	
QUESTION	**ANSWER**
What is the project start date and end date?	The project start date is 1/1/09 and the end date is 9/30/09.
What are the typing requirements (font size, single or double space)? What is the word count we can have or page length (for narrative, etc.)?	Text entered directly into EGrAMS will be formatted according to the system settings. Text in documents being uploaded to the application should be 12 pt., Times New Roman and double spaced. The character limits for text in EGrAMS are specific for each individual section and are stated in the introductory statement to each section.
On page 12 of the grant application, Section E. it states the minimum requirements outlined in the Checklist for a Complete Proposal (page 4). Incomplete proposals may not be reviewed.	The minimum requirements (checklist) are each of the sections in EGrAMS. EGrAMS will **NOT** allow you to submit an application that has errors or is incomplete. **ONLY** applications that are successfully (complete) submitted to EGrAMS will be reviewed. *Please make sure that you validate each section of EGrAMS to be sure there are no errors.*
Can we get a copy of a past successful application?	No. MDCH cannot provide agencies with a copy of a previous successful application due to confidentiality. We have provided you with a sample work plan and programming interventions.
What are the state's priority areas for this grant?	1) To teach youth the decision-making skills necessary to choose abstinence, reject sexual advances, cope with social pressures, avoid risky situations and understand the relationship of alcohol and other drug use to increasing sexual vulnerability; 2) To support communities in developing and maintaining social environments that support sex-free and drug-free lives for youth; 3) To teach youth the relationship between sexual activity and sexually transmitted infections; 4) To teach youth the association between teen parenting and poverty; 5) To teach youth the importance of attaining self-sufficiency before engaging in sexual activity; and 6) To teach parents/adults/caregivers how to communicate effectively with youth about the importance and benefits of choosing abstinence from sexual activity and other related risky behaviors such as the use of alcohol, tobacco and other drugs. *See the RFP in "User Documents"*
What formats will you except for attachments? Will I need to convert my Word and Excel documents to PDF or can I just attach them in the current format?	Attachments can be submitted in Word, Excel, or PDF formats. There is no need to convert your Word or Excel documents to PDF.
When is the application due?	The application **MUST** be submitted no later than 5:00 p.m.

	(EST) on Friday, October 31, 2008. **EGrAMS will <u>NOT</u> allow you to submit your application after 5:00 p.m. on the due date.**
Do we need to submit both a hard copy and our electronic application? Will you accept the application by the U.S. Postal System instead of EGrAMS?	No. You do not need to submit a hard copy of the application nor will we accept a mailed hard copy. **<u>ONLY</u>** applications submitted through EGrAMS will be accepted. *Sorry for the confusion.*
Is the only way to apply for MAP funds through EGrAMS?	Yes. **<u>ONLY</u>** applications submitted through EGrAMS will be accepted. The application **MUST** be submitted <u>no later than</u> 5:00 p.m. (EST) on Friday, October 31, 2008. **EGrAMS will <u>NOT</u> allow you to submit your application after 5:00 p.m. on the due date.** *Sorry for the confusion.*
In the Collaborative and Referral Arrangements what is it we are supposed to attach with the title of each agency?	You should include the name of the agency as well as how these agencies will interact with your proposed program (i.e. refer to and/or accept referrals from) but not duplicate services.
Is there a required number of collaborative agencies?	No. There is no specific number of collaborative agencies.
What do we attach to the Collaborative Section to the grant in E-grams?	You should include the name of any agencies as well as how these agencies will interact with your proposed program (i.e. refer to and/or accept referrals from) but not duplicate services.